



Village of Westmont
The Progressive Village

Village Clerk's Office

westmont.il.gov

31 West Quincy Street • Westmont, Illinois 60559
Tel: 630-829-4402 Fax: 630-829-4441

REQUEST FOR PUBLIC RECORDS

TO: FOIA OFFICER

VILLAGE OF WESTMONT
31 W. QUINCY ST.
WESTMONT IL 60559
Phone: 630-829-4405
FAX: 630-829-4441

FROM:

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE _____

DATE SUBMITTED _____

DESCRIPTION OF REQUESTED RECORD:

Please indicate if you wish to inspect the above-captioned records or would like a copy of the records.

_____ **Inspection** (free of charge) _____ **Copy** (charge) _____ **Both**

Do you want to have the copies certified? (charge) _____

Date Received: _____ *Date Responded:* _____

Notations regarding oral communications or other items: _____

Referral to another department. To: _____ Date: _____

FOIA OFFICER: _____ DATE: _____

In the event of a record request denial the requestor has the right, under the Illinois Freedom of Information Act, to appeal their request. The first appeal of this request must be made to the Mayor within seven (7) days of receipt of the Village's denial. If the requestor's appeal is denied by the Mayor, under the Illinois Freedom of Information Act, he/she has the right to appeal for judicial review.